

Welcome! USDA Foods: Processing for Beginners

Please follow these instructions for Blackboard to maximize your webinar experience.

1 | Want a better internet connection?

Do not use Internet Explorer. Please exit and return using Google Chrome or Firefox. Internet Explorer is **not** compatible with Blackboard.

2 | Logging in

Please log in using your **first and last name**. This is so ADE can take attendance. If there is more than one person watching the webinar with you, please email the names and email addresses to Nan Flores at USDAFoods@azed.gov and she will register them.

3 | Audio and participation

Audio has been disabled for all participants.



Click the **arrow** icon to open the panel. Click the **chat** icon to ask questions and share feedback during the session.

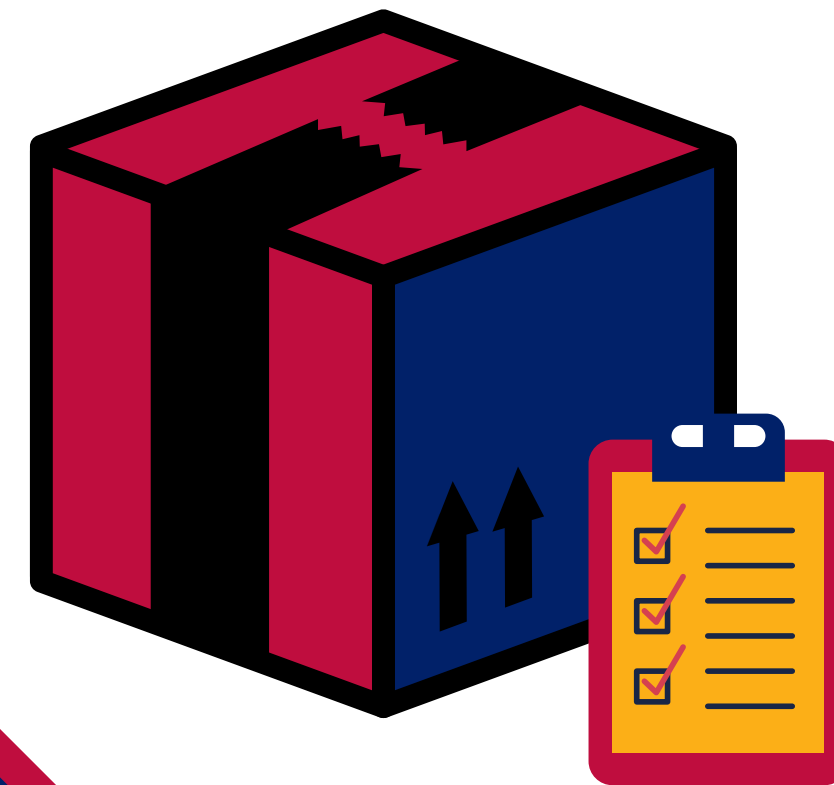


USDA Foods

PROCESSING FOR BEGINNERS

Date: August 26th, 2020

Professional Standards Learning Code: 2430, 2440





Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs)** operating the **USDA Foods Program - Processing Program**

Professional Standards

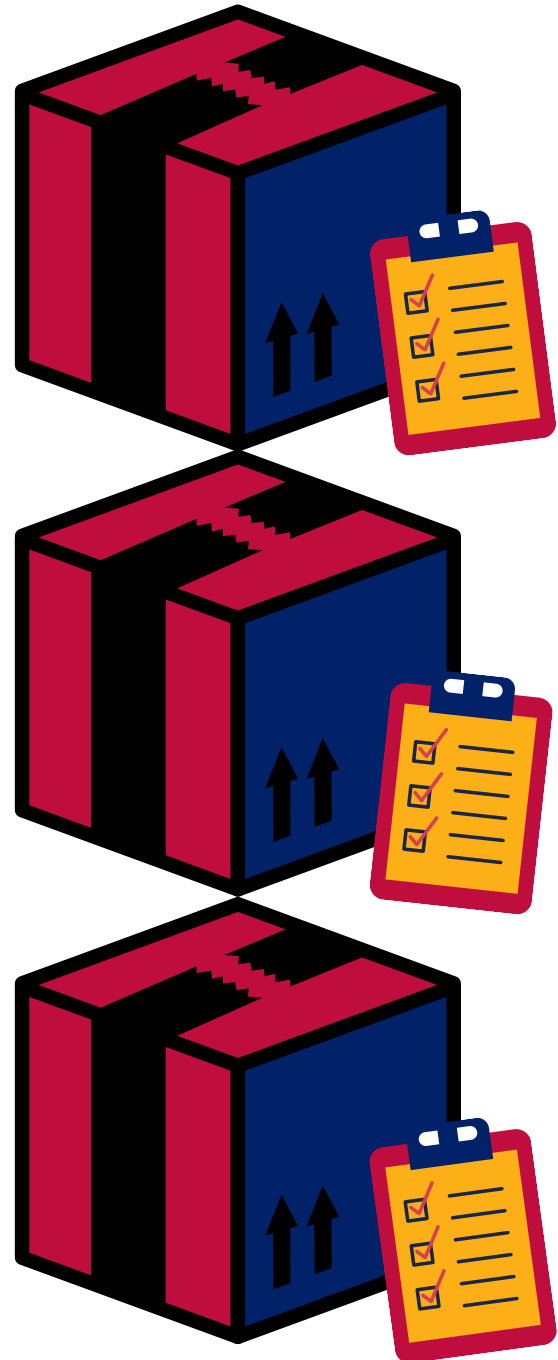
Information to include when documenting this training for Professional Standards:

Training Title: USDA Foods Processing for Beginners

Key Area: 2000 - Operations

Learning Codes: 2430, 2440

Length: 2 hours



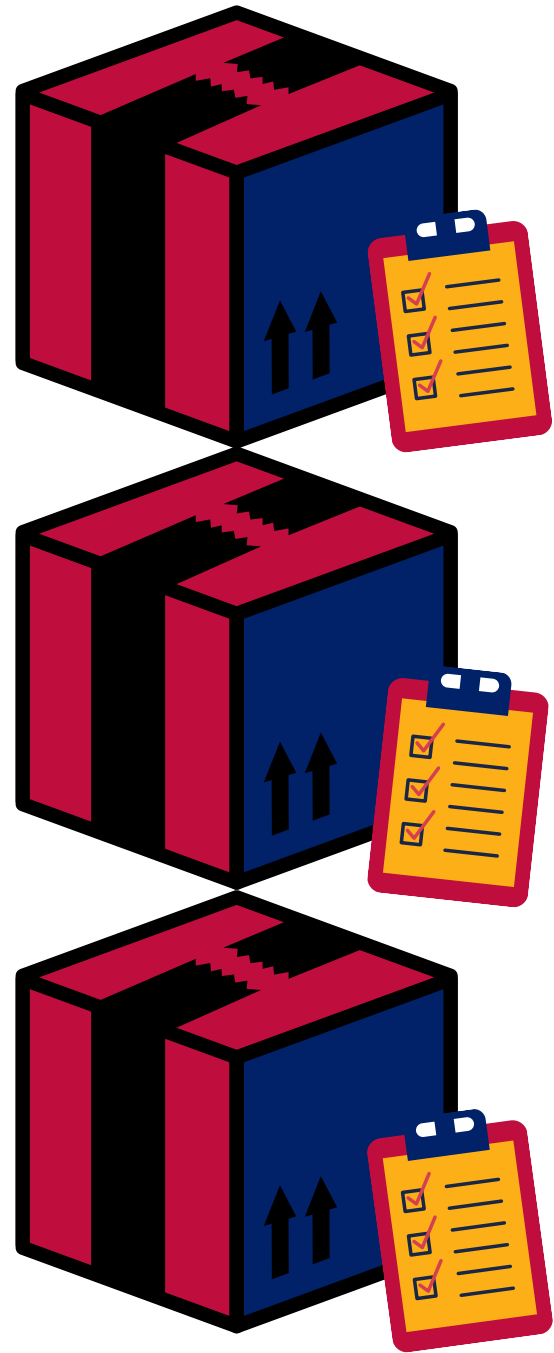
Regan Garner

USDA Foods Trainer
DoD Fresh Produce Program Specialist

Direct Email: Regan.Garner@azed.gov
Phone: 602-364-1973

Main Inbox: USDAFoods@azed.gov
Phone: 602-542-8700 Option 3

Thank you for joining me today!



Bill Hall

USDA Foods Processing Specialist

Email: Bill.Hall@azed.gov

Phone: 602-364-0714

School Year 2020-2021 Welcome Back Memo

Health and Nutrition Services (HNS) would like to take an opportunity to highlight USDA Foods Program guidance to ensure successful operation of the program and provide an update on HNS's administration/organizational shifts related to the USDA Foods Program and the former School Food Programs unit. Click the link to view the Welcome Back Memo for School Year 2020 - 2021 HNS 37-2020 [USDA Foods Welcome Back School Year 2020-2021](#)

Program Resource

Information from today's training session can be found in the myFOODS System Manual if additional review is required

A PDF Version of the manual will be in the Documents Tab in myFOODS under PROGRAM RESOURCE




Arizona Department of Education
Health and Nutrition Services
School Nutrition Programs

USDA Foods

myFOODS System Manual



Food & Operations Online Distribution System




User Name:

Password:

☐ Remember Me

[Change Password](#)
[ADE School Food Programs](#)
[ADE School Food Programs Contacts](#)



NOTICE: This system is the property of the State of Arizona and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

USER ID: _____

PASSWORD: _____

cnpmmyfoods.azed.gov

School Food Programs | 06/18/2020 | Arizona Department of Education | This institution is an equal opportunity

Overview

USDA Processing: What is Processing?

- Definitions
- Online Tools
- Note for Processing Participation

Note for Processing Participation

- Rules for Pound Usage

Processing Participation Timeline

- Steps for Pound Set Aside
- New to Processing
- Returning User

What is Processing?

Definition

Processing Catalog

Processing Catalog Requisition

Pound Monitoring

Processing

Defined as...

The process of contracting with commercial food processors to convert raw bulk USDA Foods into more convenient, ready- to- use end products

Arizona is contracted with 48 commercial food processors where your pounds can be sent to produce end products

Processing Catalog and Requisition Process

Processing Catalog

A list of available raw bulk USDA Foods from which an SFA can request raw pounds be sent to a processor up to their entitlement limit

Processing Catalog Requisition

A request submitted through myFOODS to purchase pounds of raw bulk USDA Foods on behalf of the SFA using the SFA's available entitlement

Online Tools

myFOODS Access

Used to place catalog requisitions and schedule shipments for completed end-products

K12 and Processor Link

Used to monitor pounds set aside during the catalog requisition period

A new user needs access to these tools before they can begin monitoring their pounds

You will receive access when pounds are set aside with your manufacturer

Note for Processing Participation

Processing Products can only be requested during the catalog requisition period.

If you are brand new to myFOODS and have pounds set aside it is because the user before you requested and diverted pounds to a manufacturer.

Any user who is not signed up for processing will have to wait until the Catalog Requisition Period in mid-February to initiate the process.

Note for Processing Participation

Processing Fee is charged per pounds requested for the year

- \$0.02 cents per pound comes from your school budget

Processing Fees are paid at the end of the 1st quarter of the school year to ADE

Delivery Fees are due to US Foods upon delivery

- A Purchase Order must be submitted at the beginning of each new year

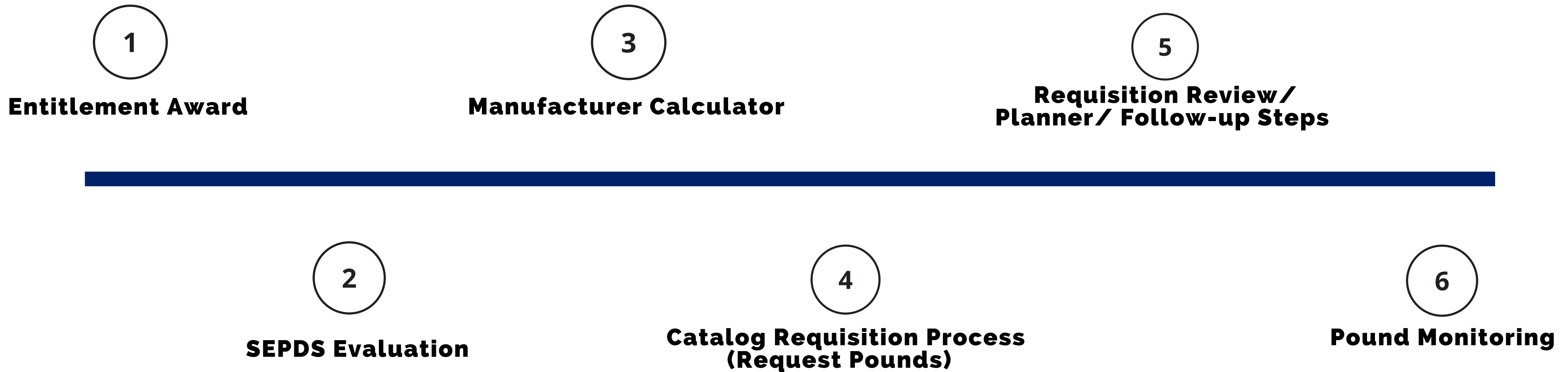
Rules for Pound Usage

Only 20% of your pound balance can roll over from year to year

Pounds are monitored by ADE and emails will be sent to encourage participants to use 80% of their pounds throughout the year

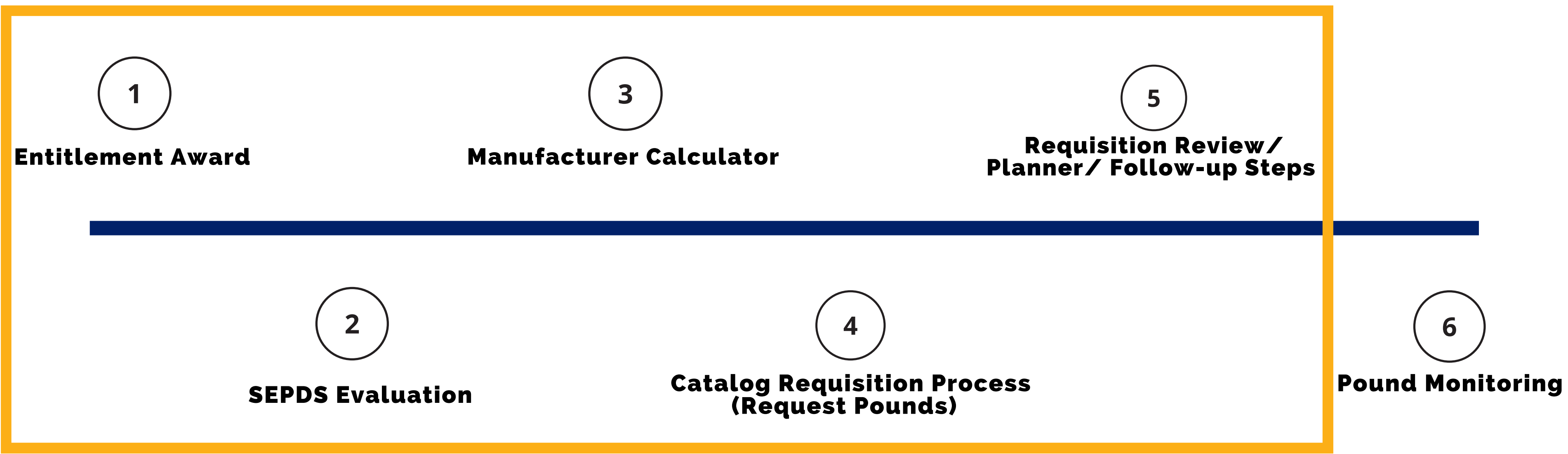
- Participants are encouraged to plan their pound usage and use
 - 25% of pounds by November 1st
 - 50% of pounds by February 1st
 - 75% of pounds by May 1st
 - 80% of pounds by May 28th

Processing Participation Process



Processing Participation Process

Pre-Order Process



1

Entitlement Award

Entitlement Balance for Year: W 2020-2021 ▼ Program: NSL Schools (including RCC) ▼

Entitlement Usage Summary		
Entitlement		
Lunch Count:	99,999	
Cost Per Plate:	\$0.32	
Beginning Entitlement: (Lunch Count) x (Cost Per Plate)	\$31,999.68	
DOD Fresh Set Aside:	<input type="text" value="0"/> Update	0.00 %
Brown Box	\$21,885.60	68.39 %
Processing:	\$0.00	0.00 %
Remaining:	\$10,114.08	31.61 %

Bonus Summary	
Bonus Requisitions Placed:	\$0.00
Planned Bonus Value:	\$0.00
Received Bonus Value:	\$0.00

At this point new users to processing must contact the processing specialist in order to gain access to the processing catalog.

2

3

SEPDS Evaluation and Calculator

NPA Summary End Product Data Schedule

Information Certified as Accurate by USDA

Revised 11/1/2019

School Year	Processor Name	NPA Number	Product Status A=Approved N=New R=Revised X=Expired	End Product Code	End Product Description	Net Weight per Case (pound)	Servings per Case	Net Weight per Serving (Ounces)	WBSCM USDA Foods Material Code	WBSCM USDA Foods Material Description	USDA Foods Inventory Drawdown per Case	USDA Foods Value per Pound	USDA Foods Value per Case	USDA Approval Date
SY21	Yangs 5th Taste	0607-0107	A	8-52724-15550-0	Sweet Chili Thai Chicken	43.50	192.00	3.60	100113	CHICKEN LEGS CHILLED -BULK	38.05	\$0.5006	\$19.05	11/1/2019
SY21	Yangs 5th Taste	0607-0107	A	8-52724-15551-7	Sweet & Sour Chicken	43.50	192.00	3.60	100113	CHICKEN LEGS CHILLED -BULK	38.05	\$0.5006	\$19.05	11/1/2019
SY21	Yangs 5th Taste	0607-0107	A	8-52724-15552-4	Mandarin Orange Chicken	43.50	192.00	3.60	100113	CHICKEN LEGS CHILLED -BULK	38.05	\$0.5006	\$19.05	11/1/2019
SY21	Yangs 5th Taste	0607-0107	A	8-52724-15553-1	Lemongrass Chicken	43.50	192.00	3.60	100113	CHICKEN LEGS CHILLED -BULK	38.05	\$0.5006	\$19.05	11/1/2019

2019-20 COMMODITY CALCULATOR

A518 Whole Legs - Chill

Material ID Number 100113

RA #		SCHOOL DISTRICT	
CONTACT		TITLE	
ADDRESS		PHONE	
CITY/STATE/ZIP		EMAIL	

[illegible]

4

Catalog Requisition Process (Request Pounds)

2015-16 COMMODITY CALCULATOR													
A518 Whole Legs - Chill				Material ID Number 100113									
Please type your information in the Yellow area only!				(1) Start by Entering the number of servings you will need per menu cycle for each item.									
RA	CC	ADDRESS	CITY/STATE/ZIP	SCHOOL DIST	TITLE	PHONE	EMAIL						
Code	Description	Case Pack Size	Net Case Weight	DF#/cs	#	# svgs/ menu	# case/ menu	pounds needed					
8-52724-15552-4	Mandarin Orange Chicken	6 / 5 lb. Chicken 6 / 36 oz. Sauce	43.50 lbs.	38.05		0	0.000	0.00					
8-52724-15553-1	Lemon Grass Chicken	6 / 5 lb. Chicken 6 / 36 oz. Sauce	43.50 lbs.	38.05	15	0	0.000	0.00					
8-52724-15558-6	Chicken Buffalo Hot Ling's NEW	6 / 5 lb. Chicken 6 / 30 oz. Sauce	41.25 lbs.	38.05	192	0	0.000	0.00					
8-52724-15555-5	Mandarin Orange Chicken JR NEW	6 / 5 lb. Chicken 6 / 36 oz. Sauce	43.50 lbs.	38.05	192	0	0.000	0.00					
8-52724-15551-7	Sweet & Sour Chicken	6 / 5 lb. Chicken 6 / 36 oz. Sauce	43.50 lbs.	38.05	192	0	0.000	0.00					
8-52724-15550-0	Sweet Chili Thai NEW	6 / 5 lb. Chicken 6 / 36 oz. Sauce	43.50 lbs.	38.05	192	0	0.000	0.00					
8-52724-15563-0	General Tso's Chicken NEW	6 / 5 lb. Chicken 6 / 36 oz. Sauce	43.50 lbs.	38.05	192	0	0.000	0.00					
8-52724-15554-8	Edamame Kung Pao Chicken	6 / 5 lb. Chicken 6 / 36 oz. Sauce	42 lbs.	45.92	240	0	0.000	0.00					
8-52724-15556-2	BBQ Teriyaki Chicken - no sauce NEW	6 / 5 lb. Chicken 6 / 36 oz. Sauce	42 lbs.	45.92	240	0	0.000	0.00					
8-52724-15557-9	Edamame Kung Pao Chicken	6 / 5 lb. Chicken 6 / 36 oz. Sauce	43.50 lbs.	56.78	182	0	0.000	0.00					
8-52724-15565-4	BBQ Teriyaki Chicken - no sauce NEW	6 / 5 lb. Chicken 6 / 36 oz. Sauce	40 lbs.	61.22	320	0	0.000	0.00					
8-52724-15566-1	Chicken Nuggets NEW	8 / 35 lb. Chicken 8 / 36 oz. Sauce	35 lbs.	44.45	224	0	0.000	0.00					
									0.00				
NUMBER OF MENUS PER MONTH													
		Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
8-52724-15552-4	Mandarin Orange Chicken												
8-52724-15553-1	Lemon Grass Chicken												
8-52724-15558-6	Chicken Buffalo Hot Ling's NEW												
8-52724-15555-5	Mandarin Orange Chicken JR NEW												
8-52724-15551-7	Sweet & Sour Chicken												
8-52724-15550-0	Sweet Chili Thai NEW												
8-52724-15563-0	General Tso's Chicken NEW												
8-52724-15554-8	BBQ Chicken Teriyaki FC												
8-52724-15556-2	Spicy Sichuan Chicken FC												
8-52724-15557-9	Edamame Kung Pao Chicken												
8-52724-15565-4	BBQ Teriyaki Chicken - no sauce NEW												
8-52724-15566-1	Chicken Nuggets NEW												
Total Cases/Mo.		0	0	0	0	0	0	0	0	0	0	0	0
NUMBER OF CASES PER MONTH based on number of menus													
		Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
8-52724-15552-4	Mandarin Orange Chicken	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15553-1	Lemon Grass Chicken	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15558-6	Chicken Buffalo Hot Ling's NEW	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15555-5	Mandarin Orange Chicken JR NEW	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15551-7	Sweet & Sour Chicken	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15550-0	Sweet Chili Thai NEW	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15563-0	General Tso's Chicken NEW	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15554-8	BBQ Chicken Teriyaki FC	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15556-2	Spicy Sichuan Chicken FC	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15557-9	Edamame Kung Pao Chicken	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15565-4	BBQ Teriyaki Chicken - no sauce NEW	0	0	0	0	0	0	0	0	0	0	0	0
8-52724-15566-1	Chicken Nuggets NEW	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases/Mo.		0	0	0	0	0	0	0	0	0	0	0	0
Ling's Commodity Calculator will automatically enter number of cases needed per month for each menu cycle.													
Total Cases/Yr													
Total #													

5

Requisition Review/ Planner/ Follow-up Steps

myFOODS Reports

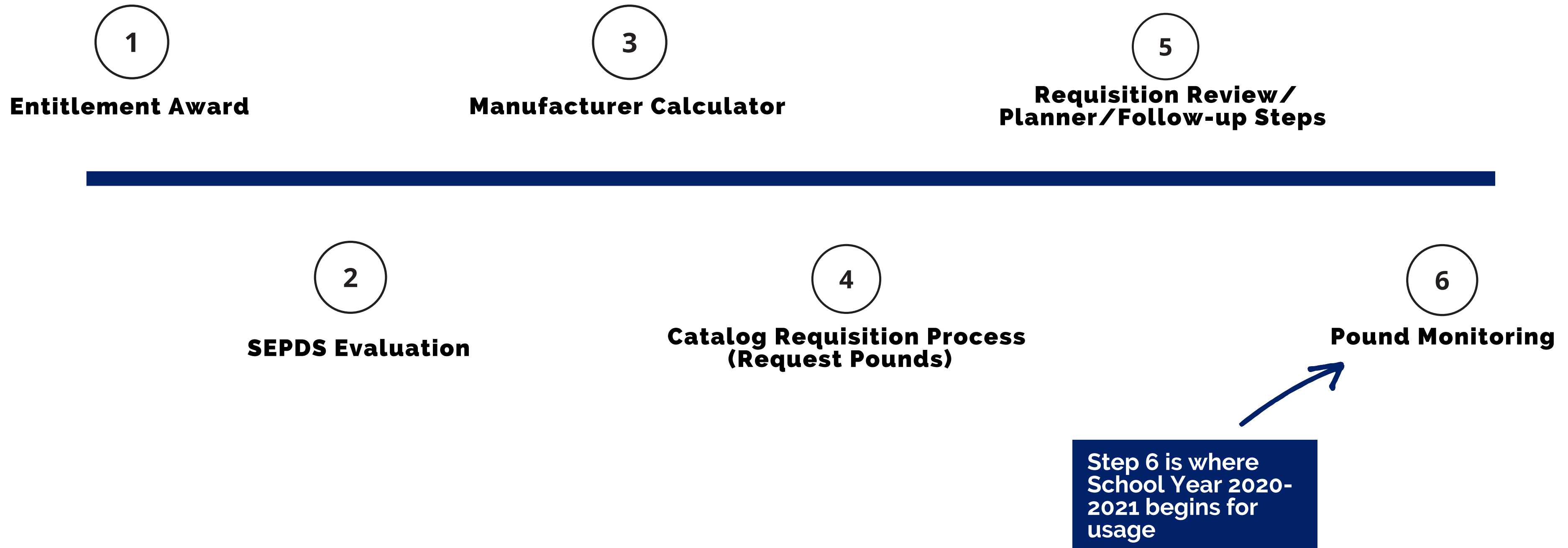
Please click on the desired report below:

209 Report - USDA Foods Allocated and Received
Requisition Ent/Bonus Status Detail - By Requisition
Requisition Ent/Bonus Status Detail - By Material
Material File Listing (USDA Only)
Materials Available in Catalog

Processor / Material / RA Detail Report (F00TR5LZ_PG)

Agency Completed Shipments

Processing Participation Process



6

How to Monitor Pounds

Place Orders for End Product

Work with your Broker to place orders with the manufacturer

Use Planner: Send to Broker for Orders

Helps you track the number of pounds used to create the number of cases you are ordering

Helps the Broker to enter the order

Schedule for Shipment in myFOODS

When final end-products arrive at US Foods - ADE will make these materials available in your myShipments Tab

Schedule End Product for Shipment in myFOODS

Available Materials							
Shipment Calendar							
Shipment List							
Schedule Selected Items >>		Delivery Date:					
	Material	Program	USDA Shipping Period	Date Received at US Foods	Must Ship By Date	Quantity	Center
<input type="checkbox"/>	Bean & Cheddar Cheese Burrito WG Bulk Packed (LC67576)	NSL		8/18/2020	10/2/2020	8	Decline
<input type="checkbox"/>	Enchilada Ched Chz Reduced Fat WG (LC64143)	NSL		8/18/2020	10/2/2020	2	Decline
<input type="checkbox"/>	BLUEBERRY Highbush FRZ CTN-12/2.5 LB (110623)	NSL	8/15/2020		N/A	1	Decline
<input type="checkbox"/>	BLUEBERRY Highbush FRZ CTN-12/2.5 LB (110623)	NSL	10/31/2020		N/A	1	Decline
<input type="checkbox"/>	BLUEBERRY Highbush FRZ CTN-12/2.5 LB (110623)	NSL	10/31/2020		N/A	1	Decline
<input type="checkbox"/>	BLUEBERRY Highbush FRZ CTN-12/2.5 LB (110623)	NSL	10/31/2020		N/A	1	Decline
<input type="checkbox"/>	BLUEBERRY Highbush FRZ CTN-12/2.5 LB (110623)	NSL	10/31/2020		N/A	1	Decline

When the product arrives at the warehouse:

- Same rules apply as the Brown Box Catalog
- 45 days to schedule for shipment
- eligible for excess storage fees

Returning User

Please use your pounds and place orders for end product!

Goals for a Returning User

Know your Contacts!

- Broker
- Processing Specialist

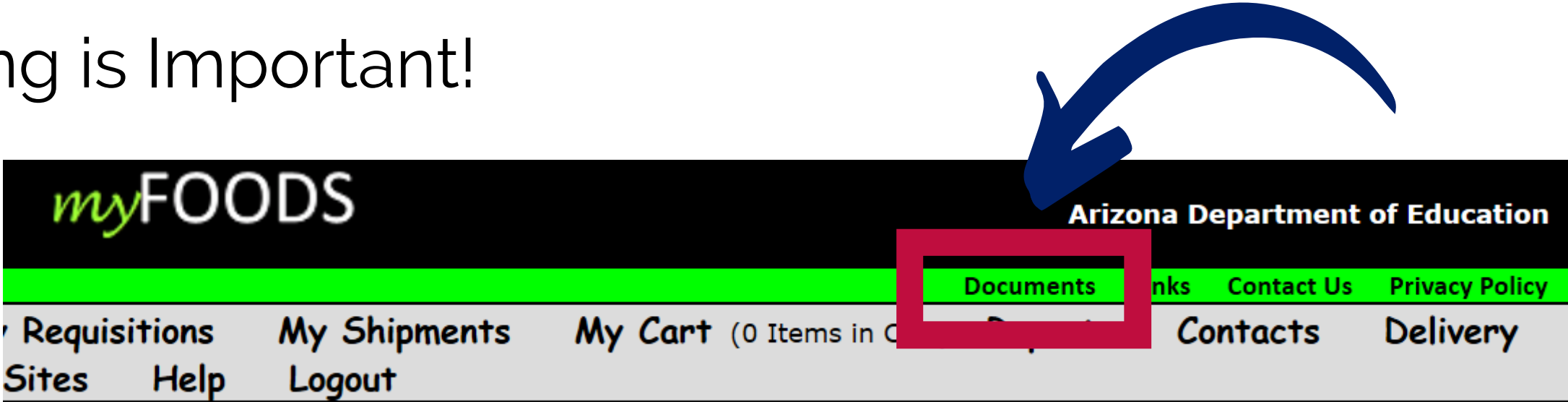
Work towards the goal of spending 80% of your pounds

Track the success of the end products you are ordering

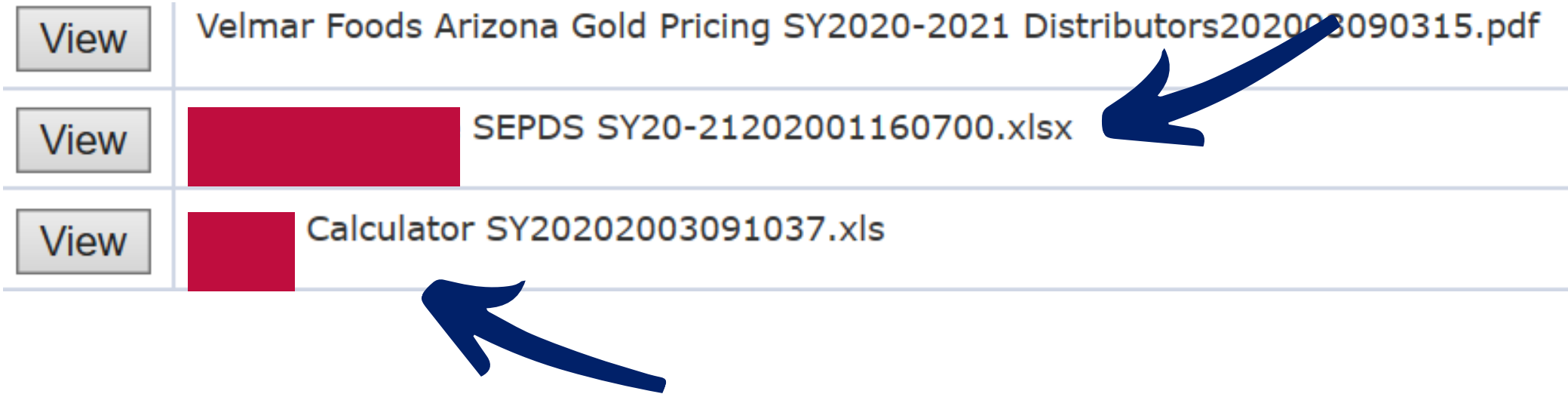
- The success of the product will determine if the number of pounds set aside should change in the next year

New User

Planning is Important!



Utilize the Documents Tab in myFOODS



Consider which end products you are interested in using the SEPDS Document

Begin planning/calculating for your entitlement to be used in this aspect of the program for next year

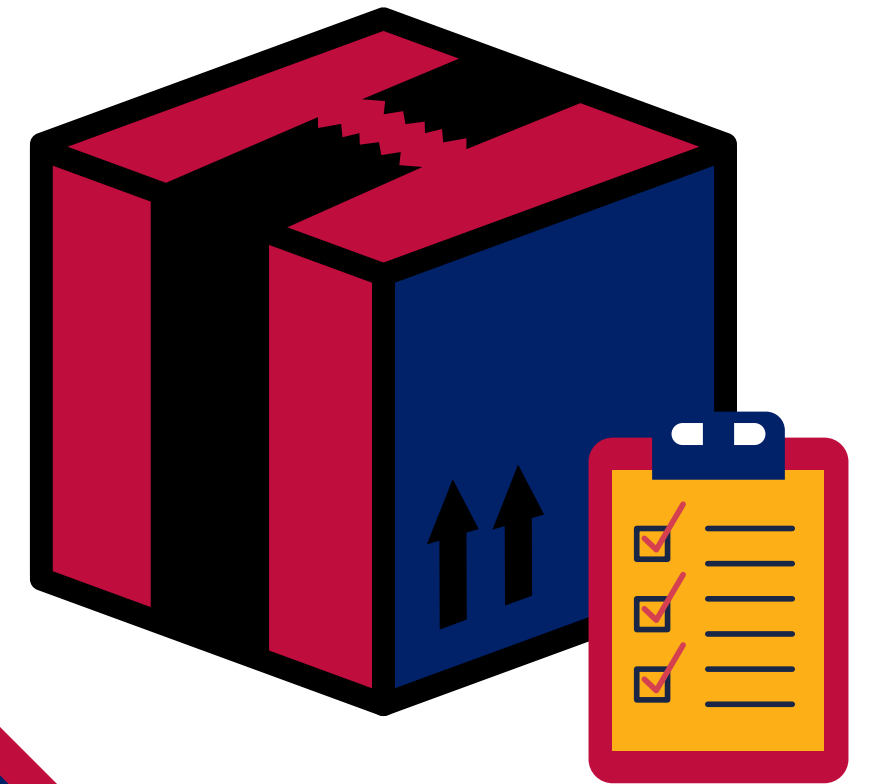
Thank You For Attending!

Questions?

Type all questions in the chat box.

If you are attending the live webinar, you will receive a link to complete the survey in EMS. After completing the survey you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.



Congratulations!

You have completed the **USDA Foods Processing For Beginners**

To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** Recorded Webinar: USDA Foods Processing For Beginners 8.26.2020
- **Learning Codes:** 2430, 2440
- **Key Area:** 2000- Operations
- **Length:** 2 hour

Please Note: Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.



Congratulations!

Requesting a training certificate:

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

*This will not appear in your Event Management System (EMS) account.

https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey_

The information below is for your reference when completing the survey:

- Training Title: Recorded Webinar: USDA Foods Processing for Beginners 8.26.2020
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